



CANNON BUILDING  
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**STATE OF DELAWARE**  
**COUNCIL ON REAL ESTATE APPRAISERS**

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PUBLIC MEETING MINUTES:	<b>COUNCIL ON REAL ESTATE APPRAISERS</b>
MEETING DATE AND TIME:	<b>Tuesday, October 18, 2016 at 1:00 p.m.</b>
PLACE:	<b>Division of Professional Regulation 861 Silver Lake Blvd., Conference Room A Cannon Bldg., Dover, Delaware 19904</b>
MINUTES FOR APPROVAL:	November 15, 2016

**MEMBERS PRESENT**

Lynn Baker, Professional Member, Chair  
Douglas Nickel, Professional Member, Vice-Chair  
Georgianna Trietley, Professional Member.  
Earl Timmons, Professional Member  
Christopher Schneider, Professional Member  
Kevin Gillis, Banking Member  
Patricia Ennis, Public Member

**MEMBERS ABSENT**

Mark Rainford, Public Member  
Denise Stokes, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Witte, Administrative Specialist II  
Kevin Maloney, Deputy Attorney General

**OTHERS PRESENT**

Kurt Brown

**CALL TO ORDER**

Mr. Baker called the meeting to order at 1:08 p.m.

Mr. Baker thanked Ms. Witte for the organization of the 2016 Annual Seminar and stated that it was a very informative seminar.

**REVIEW OF MINUTES**

A motion was made by Ms. Ennis, seconded by Mr. Timmons, to approve the minutes from the September 20, 2016 meeting as presented. The motion was unanimously carried.

## **UNFINISHED BUSINESS**

### **Review List of Crimes Substantially Related to the Council on Real Estate Appraisers**

The Council reviewed the draft prepared by Mr. Maloney and stated that they will be included in the next hearing for proposed rules and regulations to be determined at a later date.

### **Compliance to Final Order – Virgil Brown, Case #19-02-15**

Mr. Brown submitted three certificates of completion as compliance to the Council's final order signed on April 19, 2016. Mr. Brown completed the 2016-2017 7-hour USPAP Update Course on 08/23/2016, the 7-hour Residential Report Writing: More Than Forms on 08/19/2016 and the 7-hour The Sales Comparison Approach on 08/25/2016. The Council found the documents acceptable as compliant with the final Council order.

### **Proposal to Deny Application – Lawrence Trzonkowski**

At its meeting on May 17, 2016, the Council tabled the assessor application of Lawrence Trzonkowski for failure to meet the requirements for licensure. To date, no response has been received from Mr. Trzonkowski in response to the tabled letter sent to him on May 18, 2016. A motion was made by Mr. Nickel, seconded by Mr. Schneider, to propose to deny the application of Lawrence Trzonkowski for failure to meet the requirements for licensure. The motion was carried by Mr. Baker, Mr. Timmons, Mr. Gillis and Ms. Ennis. Ms. Trietley abstained.

## **NEW BUSINESS**

### **Review of Continuing Education Activities**

After review, a motion was made by Mr. Nickel, seconded by Mr. Timmons, to approve the continuing education activities as follows:

#### **Appraisal Institute**

Review Case Studies – Residential, 15/14 CE (classroom)

Residential & Commercial Valuation of Solar, 15/14 CE(classroom)

#### **American Continuing Education Institute dba Calypso Continuing Education**

“2016-2017 7-hour Equivalent USPAP Update Course, 7 hours CE (online)

#### **ASFMRA**

Rapid Fire Case Studies 2016, 6 hours CE (classroom)

ASFMRA 87<sup>th</sup> Annual Convention Day 1, 6 hours CE (classroom)

ASFMRA 87<sup>th</sup> Annual Convention Day 2, 3 hours CE (classroom)

The motion was unanimously carried.

### **Ratify Temporary Practice Permit Applications**

A motion was made by Ms. Trietley, seconded by Mr. Timmons, to approve the ratified temporary practice permit applications of Ronald Oxtal and George Peabody IV. The motion was unanimously carried.

After a brief discussion, the Council requested that Mr. Maloney research the surrounding states and AQB requirements for the number of temporary permits a person may obtain.

#### Review and Consider Recommendation of the Chief Hearing Officer

##### Catherine Agnew, #X1-20000575

After review, a motion was made to accept the recommendation of the Chief Hearing Officer for Catherine Agnew. The motion was unanimously carried.

##### Kurt Brown, #X2-0000575

Mr. Brown was present and made a brief statement regarding an accounting error on his part resulting in the deficiency of his continuing education requirement and requested that the Council not impose any discipline on his license.

After review, a motion was made by Mr. Timmons, seconded by Mr. Nickel, to accept the recommendation of the Chief Hearing Officer for Kurt Brown. The motion was unanimously carried.

##### Travis Dorman, #X4-0000586

After review, a motion was made by Mr. Nickel, seconded by Ms. Trietley, to accept the recommendation of the Chief Hearing Officer for Travis Dorman. The motion was unanimously carried.

##### Marc Dattoma, #X2-0000649

After review, a motion was made by Mr. Baker, seconded by Ms. Trietley, to accept the recommendation of the Chief Hearing Officer for Marc Dattoma. The motion was unanimously carried.

#### Ratify Certified General Real Property Appraiser Applications – Reciprocity

A motion was made by Mr. Nickel, seconded by Mr. Timmons, to approve the ratified application of Walter Krzywicki. The motion was unanimously carried.

#### Review of Certified Residential Real Property Appraiser Applications

After review, a motion was made by Mr. Nickel, seconded by Mr. Baker, to approve Nicole Darley to sit for the exam contingent upon approval of the 5 work samples selected. The motion was unanimously carried.

Mr. Schneider selected the 5 work samples for Ms. Darley and will review them when submitted.

#### **CORRESPONDENCE**

Ms. Trietley received a letter from Doug Sensabaugh, manager with the New Castle County Office of Property Assessment, asking the Council to consider creating and adding an Assessor Trainee as a new classification in Delaware. His proposal is that this new position be mentored by an experienced Certified Appraiser for a period of 12 to 18 months at which time State certification would be required. During the interim, the trainee's work would be reviewed and approved by the mentor before adding any value to the assessment roll. He stated that in the

case of New Castle County, a new hire would begin training as an Assessor I and with the proper training including Council approved classroom courses, the assessor would become certified and promoted into the position of Certified Assessor I. He concluded that because the position of an Appraiser Trainee already exists in the Council's rules and regulations, he feels that the addition of an Assessor Trainee would be appropriate.

After a brief discussion, Ms. Trietley volunteered to research other states for similar license types. .

#### **OTHER BUSINESS BEFORE THE COUNCIL**

There was no other business before the Council.

#### **PUBLIC COMMENT**

There was no public comment.

#### **NEXT MEETING**

The next meeting will be November 15, 2016 at 9:30 a.m. in Conference Room A.

#### **ADJOURNMENT**

There being no further business, a motion was made by Mr. Nickel, seconded by Ms. Trietley, to adjourn the meeting at 2:15 p.m. The motion unanimously carried.

Respectfully submitted,

*Jennifer L. Witte*

Administrative Specialist II